

CITY OF WEST LAFAYETTE

Office of the Mayor

609 West Navajo Street
West Lafayette, Indiana 47906
Phone: 765.775.5100
Fax: 765.775.5248
mayor@westlafayette.in.gov

TO: Board of Public Works and Safety

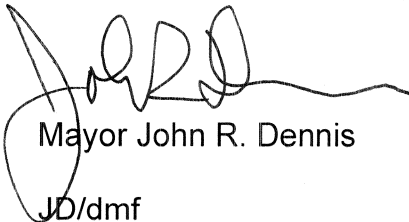
CC: Diane Foster, HR
Nicole Stocks, Payroll

DATE: July 31, 2009

SUBJECT: NEW HIRE – RACHEL WEAVER

I request Board of Works approval to hire Rachel Weaver as part-time Office Assistant in my office, effective August 5, 2009, at an hourly rate of \$11.00/hour. Rachel will be a regular part-time employee and will earn prorated leave benefits based on working 25 hours per week.

She will be a valuable addition to my office and I look forward to having her start.



Mayor John R. Dennis
JD/dmf